

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING
FEBRUARY 22, 2018.**

The meeting of the San Bernardino County Airports Commission was called to order at 10:17 a.m. by Commissioner Roy Cox. Meeting location: Twentynine Palms Airport, 78569 Twentynine Palms, CA 92277

Commission Members Present:

Roy Cox, Fifth District, Chair
Jim Bagley, Desert at Large, Vice Chair
Mark Taylor, First District
Christine Canepa, Second District
William Smith, Third District,
Ray Marquez, Fourth District
Larry Asmus, Valley at Large

Commission Members Absent:**Staff Present:**

Maureen A. Snelgrove, Assistant Director
Cyle Woodruff, Airport Manager
Nicole Leyden, Secretary I
Joe Dozier, Maintenance Worker I

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Visitors Present:

Bob Velker
Deana Olivaers-Lambert
Joe Matoush
Mike Jaworski
Gregg Caldwell

Chino Development League
The 20/20 Network
Twentynine Palms Airport Tenant
29 Soaring Club
29 Soaring Club

Pledge of Allegiance

Led by Commissioner Cox.

Report on Posting of Agenda:

Ms. Snelgrove stated that the agenda had been posted.

Awards, Guest Introductions and Announcements:

Guests introduced themselves.

Ms. Snelgrove announced that we have a new Airport Commissioner for the 2nd District, Christine Canepa.

Ms. Snelgrove stated that the department has been interviewing for a third maintenance supervisor who will be based out of Apple Valley Airport. This position will have the responsibility of the four outlying airports and have a two person crew.

Action Item - Approval of Commission Meeting Minutes, January 25, 2018

Commissioner Marquez requested an extension.

Commissioner Reports/Comments

Commissioner Bagley welcomed everyone to Twenty-nine Palms Airport, his home airport. He was happy to have the commission come visit the airport and he said that there are a few

issues to discuss regarding fuel theft and security.

For safety he suggested that a message be put on the Super AWOS advising pilots to check their fuel before departing due to the fuel thefts. He also suggested installing a new gate card system at the vehicle gate.

Commissioner Bagley asked for an update on the wash-rack at Apple Valley Airport.

Ms. Snelgrove said that the purchase order was approved and sent to the consultant for revisions. The plans are expected back within the next six weeks for final review. Once approved Project Management Division will move forward with their procurement process.

Commissioner Canepa introduced herself and said that it was her first time at Twentynine Palms Airport and that she looked forward to flying in. She has been exploring the possibility of a commuter airline utilizing municipal airports. She may have more to report on this at the next meeting.

Commissioner Marquez apologized for missing the last two meetings which were due to vacation and illness.

Public Comments

Bob Velker shared that Real Estate Services had completed the agreement for parcel B199 for Chino Development League to sign. This is the vacant land off Merrill Ave at Gate 5. It will be developed for two dozen hangars and will be combined with a parcel that they have had for twelve years.

Mike Jaworski explained that there has been several fuel thefts at Twentynine Palms Airport since December. He asked what action will be taken.

Mike Jaworski also asked if there is a scheduled date for the cracks in the runways to be fixed.

Commissioner Marquez informed us that due to the Brown Act that the commissioners are not able to address this issue, so he suggested that it be put on the agenda for the next commission meeting.

Ms. Snelgrove explained that we can change the code to the vehicle gate to assist in preventing fuel theft. We will also put this item on the agenda to be discussed at the next meeting.

She stated that there is asphalt work scheduled to seal the cracks on the runways for all the county airports. She will need to coordinate with staff to identify the dates scheduled for Twentynine Palms Airport.

Ms. Snelgrove said that the current cameras at Twentynine Palms Airport were installed in December to replace the game cameras. Mr. Woodruff has been managing the fuel thefts and viewing them and then coordinating with local law enforcement. Troy Alarm Company is scheduled to come out the airport to do a full assessment which will assist us in working to replace the existing cameras.

Discussion Item – Commission Visits to Outlying Facilities

Ms. Snelgrove stated that Mr. Jenkins would like to schedule visits to the outlying facilities outside of the commission meetings. Continued conversation will be postponed until the next commission meeting when Mr. Jenkins is present.

Director's Reports**Capital Improvement Program**

Kimball Avenue - Chino Airport storm water conveyance - after receiving comments back from the City of Chino the consultant on the Kimball Ave project has to do some revisions. There is another project going on in the same area so the traffic plan will have to be revised, this will push the project to spring of 2019.

The T-hangar wind lock project at Apple Valley Airport - the contractor, project manager and county inspector walked the site. They looked at 22 out of the 80 hangars and only 8 out of the 22 had windlocks installed correctly. There are major issues with the way the windlocks were installed, so the contractor agreed that there was a failure on his part and he will be going back through and making adjustments to every hangar that was listed as not functioning properly.

Building A220 at Chino Airport – the environmental studies have been completed and the demolition date is anticipated for April 2018.

Chino Ramp and Hot Spots - The final report for the Disadvantaged Business Enterprise Program was submitted. The department is waiting for approval.

Chino Remediation Project – drilling to begin within the next 6 days for 2 of the additional test wells. The contract for Tetra Tech will be going to the Board for approval and then the funding will be handled by the general fund and no longer by the Department of Airports.

Board of Supervisors Activity

Ms. Snelgrove shared that Planes of Fame was approved by the Board to have their airshow this year. It is scheduled for April 30 through May 8, so we will begin preparing the site in mid-March.

Revenue lease with Santiago Communities also was approved by the Board.

The contract with the drilling contractor, Yellow Jacket, was approved by the Board for the Chino Airport groundwater assessment.

Real Estate

Ms. Snelgrove briefed the commission on a few real estate items.

Chino Building B-305 – development lease has been submitted to the proposer.

The conversion of the port-a-port leases from Lancair to the county has been moving forward and we expect to have a finalized list of the current tenants and have those agreements transferred over as of April 1st.

Current lease agreements are expiring for Building 480 and 485 and due to the amount of interest we will be issuing an SOP on both of those facilities.

Financial Report

Ms. Snelgrove pointed out that the department's expenditures are maintaining at less than 50% for the overall department costs and revenue is at 68%.

Many of the issues with the county's new financial program are being resolved, so it's making reporting simpler than what it has been in recent months.

Commercial hangars – revenue is on track and expenditures are appropriate for this time of

year. The same for Apple Valley Airport which has no significant changes from last month.

Monthly Reports

Ms. Snelgrove: She attended the SWAAE short course (Southwest American Association of Airport Executives) in Monterey.

Airport Appraisals –The expected submittal date of a draft appraisal for Chino Airport is April, followed by a draft for Apple Valley Airport 45 days after that. These will assist in determining lease fees.

Approximately 20 significant projects for Chino and Apple Valley Airport have been identified and will be calendared. Also, there is a list of projects for outlying facilities. These are not Capital Improvement Projects, but to address maintenance needs. The department is beginning the budget process this week in which we will be identifying a significant amount of money for these projects to include striping of taxi ways and tenant areas, concrete asphalt improvement, lighting and signage will be key focuses.

Two weeks ago Mr. Jenkins met with FAA for update meeting and although the FAA has noted a number of deficiencies at the airfield at Chino Airport they did recognize the improvements that we have made since the November meeting. Projects are scheduled that will address these deficiencies and get the AOA back to the appropriate standard.

Mr. Woodruff: Also attended the SWAAE short course (Southwest American Association of Airport Executives) in January. He stated that it is a great conference for networking and information sharing with other airport managers and directors.

He also attended the Southwest Council of Airshows, which is a one-day conference. It was good networking with people who are running and promoting airshows. This will help in running the Apple Valley Airshow and possibly improving it.

The FAA came out to Chino Airport on February 6th regarding runway incursion management discussion. The following day Mr. Woodruff and Mr. Jenkins went to the FAA's office and had a follow-up meeting with FAA executives. The FAA is at different factors including, runways, taxiways, lighting signage, striping, and foreign pilots and pilot error that can cause runway incursions. The department has implemented a taxiway striping plan and we are working with an engineer to put together a plan set for improving Chino's markings to Part 139 standard.

Chino Groundwater monitoring – drilling starts Monday, February 26th.

The department is currently in the procurement process with Troy Alarm to get new cameras at Twentynine Palms Airport.

The department is starting the process to identify and remove delinquent aircraft from all airports.

Hangar inspections for Chino Airport will be scheduled in the next month or two. This will be a two or three month process including development leaseholds and management companies which are managing their own hangars. There are concerns about non-aviation activity happening.

The department will soon be working on Minimum Standards at Chino Airport and updating the department's rules and regulations.

Chino Airport Operations

Ms. Snelgrove pointed out that Chino Airport has continued to exceed the previous year's regarding the amount of operations and does not show signs of slowing down.

Mr. Woodruff explained that Helistream has not begun their full operation on the facility yet. It does not propose any unusual problems, but the department will be working with them closely to ensure that they are not disruptive to the tenants or neighboring communities.

Date, Time and Place of Next Meeting

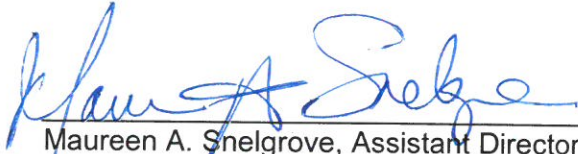
The next meeting will be held on Thursday, March 22, 2018 at 10:00 a.m. at Department of Airports, 777 E. Rialto Avenue, San Bernardino, CA 92415

Adjournment: Meeting adjourned by Commissioner Cox at 11:28 a.m.

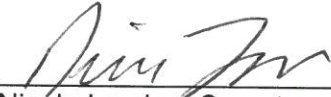
Respectfully submitted,



Roy Cox
Airports Commission



Maureen A. Snelgrove, Assistant Director
Department of Airports



Nicole Leyden, Secretary I
Department of Airports